

ANSWER KEY

UNIT 1: HOSPITAL MANAGEMENT SYSTEM

Session 1: Health Care Delivery System

A. Fill in the Blanks

1. preventive, curative
2. State
3. tertiary care
4. diagnostic, curative, rehabilitative
5. 30 to 50
6. haematology laboratory
7. 1200 to 1500
8. purchase

B. Multiple Choice Questions

1. d
2. b
3. a

Session 2: Qualities of a General Duty Assistant

A. Fill in the Blanks

1. General Duty Assistant
2. confidentiality

B. Multiple Choice Questions

1. b
2. a
3. d

C. Match the Columns

1. b
2. d
3. a
4. c

Session 3: Codes of Conduct for General Duty Assistant

A. Multiple Choice Questions

1. b
2. b
3. c

Session 4: Personal Hygiene Practices for General Duty Assistant

A. Fill in the Blanks

1. titivating or preening
2. Personal grooming
3. personality

B. Multiple Choice Questions

1. a
2. d
3. b

C. Match the Columns

1. a
2. d
3. b
4. c

E. Mark True or False

1. False
2. True
3. True

UNIT 2: ROLE OF GENERAL DUTY ASSISTANT FOR OUTPATIENT CARE

Session 1: Role and Functions of Medical Receptionist

A. Fill in the Blanks

1. Medical receptionist
2. politeness and communication skills

B. Multiple Choice Questions

1. d
2. d

Session 2: Identifying Vital Signs in Patient

A. Fill in the Blanks

1. 37.0° C (98.6° F)
2. heart
3. number of breaths
4. systolic and diastolic

Session 3: Assisting in the Examination of Patient

A. Fill in the Blanks

1. vertex
2. occipital
3. ophthalmoscope
4. tuning fork
5. dorsal recumbent
6. horizontal recumbent
7. standing scale, shoes
8. abnormal curvature

B. Multiple Choice Questions

1. c
2. a
3. b
4. d

UNIT 3: ROLE OF GENERAL DUTY ASSISTANT FOR INPATIENT CARE

Session 1: Role of General Duty Assistant during the Admission of Patients

A. Fill in the Blanks

1. Admission
2. Emergency
3. stretcher
4. male
5. Routine
6. policies, procedures

B. Multiple Choice Questions

1. d
2. d
3. a

Session 2: Activities of Patient Care

A. Fill in the Blanks

1. Activities of Daily Living
2. functional

B: Multiple Choice Questions

1. d
2. b
3. a
4. d
5. d

Session 3: Bed Making for the Patient

A. Multiple Choice Questions

1. c
2. d
3. d

Session 4: Transportation of Specimens

A. Multiple Choice Questions

1. a, b, and c
2. a and c

Session 5: Care of the Body after Death

A. Multiple Choice Questions

1. d
2. d
3. b
4. c

UNIT 4: FIRST AID

Session 1: Principles and Rules of First Aid

A. Fill in the Blanks

1. First Aid
2. white cross
3. Plasma and cells
4. Inhalation and exhalation

Session 2: Identify Facilities, Equipment and Materials for First Aid

A. Fill in the Blanks

1. Ambulance
2. Defibrillator
3. Sling
4. First Aider
5. Oral Rehydration Salt
6. First Aid room
7. First Aid

Session 3: Performing the Role of First Aider for Fever, Heatstroke, Back Pain, Asthma and Food-borne Illness

A. Fill in the Blanks

1. low
2. high
3. cool
4. Asthma
5. pain
6. asthma
7. Bacteria
8. First Aider
9. Fever
10. Oral Rehydration Aalt

UNIT 5: MAINTAINING SAFE, HEALTHY AND SECURE ENVIRONMENT

Session 1: Promoting a Safe Working Environment

A. Multiple Choice Questions

1. Electrical shocks
2. Emergency exits
3. Smoking

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